

Date of Application \_\_\_\_\_

**Special seating/set up (please indicate set up for prayer room, seminar room, and/or yard):** 1. Prayer room: \_\_\_\_\_ number of chairs \_\_\_\_\_ Theater style \_\_\_\_\_ Classroom style \_\_\_\_\_ other \_\_\_\_\_ 2. Yard \_\_\_\_\_

**Audio/visual:** You must provide your own DVD players, laptops or computers! There are big screen TV's in both the garden and seminar rooms and a regular sized TV that is mobile.

- 1. \_\_\_\_\_ large LCD projector (Hitachi) 2. \_\_\_\_\_ small LCD projector (Epson)
- 3. \_\_\_\_\_ audio system 4. \_\_\_\_\_ screen 5. \_\_\_\_\_ translation system
- 6. \_\_\_\_\_ small TV/cassette player unit

**Accommodations:**

- 1. \_\_\_\_\_ sisters' dormitory style rooms 2. \_\_\_\_\_ brothers' dormitory style room
- 3. \_\_\_\_\_ Second floor individual rooms (please specify—separate sign up sheet for individual rooms)

*Donations for overnight use of sleeping rooms are appropriate. For LAPFC member workshops, \$5 per person is suggested. For others, \$7 per person and \$10 per couple.*

**Other Key Personnel:** Please list the names and cell phone of any other key people responsible for your event.

Responsibility	Name	Cell/e-mail
Registration:		
General Affairs		
Audio/visual		
Food preparation		
Event Cleanup		
Pool		
Other:		

*I agree with and understand the rules and regulations pertaining to the use of Pasadena House Peace Embassy. I understand that I am responsible for making sure participants obey the rules and that we thoroughly clean up the facilities we use following the event.*

\_\_\_\_\_  
Signature of overall coordinator

\_\_\_\_\_  
Date

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**Dates and event approved by:**

\_\_\_\_\_  
*Rev. Timothy Henning, District Director*

\_\_\_\_\_  
*Mrs. Elisabeth Henning*

**Audio/visual reviewed and approved by:** \_\_\_\_\_

*Daisuke Matsushima, AV Coordinator*